

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|---|---|
| LEAVE BLANK | |
| JOB NO | <i>NC 1-151-84-4</i> |
| DATE RECEIVED | <i>9-27-84</i> |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| <i>Jan 29, 85</i> Date | <i>Robert W. King</i> Archivist of the United States |

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Department of Commerce

2. MAJOR SUBDIVISION
International Trade Administration

3. MINOR SUBDIVISION
Director of Administration

4. NAME OF PERSON WITH WHOM TO CONFER
Charles Brett

5. TEL EXT
377-3430

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|---------------------------|--|--|
| C. DATE <i>9-25-84</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles J. Brett</i> | E. TITLE ITA Records Management Officer |
|---------------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|--------------------------------|------------------|
| 1. | <p align="center">OFFICE OF FINANCIAL MANAGEMENT Office of the Director</p> <p>95. <u>Budget Submissions</u>--All elements of ITA submit proposals/plans for new activities or programs, and for projected levels of operations of established programs and projects. With this input from various elements of ITA a complete budget is prepared.</p> <p>This presentation is submitted to the Secretary of Commerce. Any changes or additions made by the Secretary are included in the submission to OMB. After hearings by OMB, the submission to Congress is prepared reflecting such additional changes as may be necessary. Appeals to the House Allowance may also be submitted to the Senate. Three distinct sub-categories comprise the file:</p> <ul style="list-style-type: none"> o <u>Secretary's Submission</u> (one copy each) o <u>OMB Submission</u> (one copy each) o <u>Congressional Submission, including appeals</u> (one copy each) | NC1-151-82-7 Item No. 95a-c | 1 item |

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 2

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|---|---|---------------------------|---------------------|
| <i>chg per Telecom C Brett 9/26 muc</i> | Retire to RSHF when 3 years old and transfer to WNRC when 4 years old. Destroy when 8 years old. | | |